



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2510-\$3050

FINANCIAL ANALYSIS DIVISION

LOS ANGELES

The Department of Insurance is seeking an experienced employee to serve in a support capacity for the Division Chief of the Financial Analysis Division.

RESPONSIBILITIES:

The candidate will perform a variety of general clerical duties including but not limited to: answering incoming telephone calls; screening and forwarding calls as appropriate; maintaining filing records; photocopying and faxing; ordering and maintaining office supplies; typing of certification of annual statements and reports; tracking and monitoring insurance company financial statement filings; processing and typing late filing notices and assessments and performing other duties as required. These tasks may require the ability to lift 25 to 50 pounds and/or standing, stretching, and bending for periods of time generally not to exceed intervals of more than one hour at a time. Position requires working with the public.

DESIRABLE QUALIFICATIONS:

Candidates should possess the ability to work independently; possess good interpersonal skills and communication skills – both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment, and the ability to work well under pressure and cooperatively with others is also essential. Attention to detail, accuracy and efficiency are a must. Applicant should possess good computer skills and be familiar with Microsoft Word and Excel.

WHO MAY APPLY:

Applications will be accepted only from current California Department of Insurance employees at the Office Technician Typing level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christina Vaiza, Department of Insurance, 300 Capitol Mall, Sacramento, CA 95814 – Human Resources. **Please indicate “OT (T) and 413-369-1139-005” on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: March 18, 2004, and/or Until Filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.